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DETACHMENT H

16 September 1970

STANDARD OPERATING PROCEDURE

H-10-21 This Supersedes H-10-21 dated 12 February 1970

HOSTEL FIRE PLAN

- I. PURPOSE: To establish a plan of action to be followed by all personnel when a fire occurs in or around the Hostel.
- II. SCOPE: Provisions of this SOP apply to all personnel.
- III. RESPONSIBILITIES: The Fire Marshal (Deputy Chief, Security) is responsible for overall fire prevention, protection and inspection. It is the responsibility of all personnel who detect the presence or indication of a fire to take action as outlined below.
- IV. PROCEDURES: Personnel are reminded that when a fire occurs the protection of human life is of paramount importance. Fighting the fire is of secondary importance; and only after personnel have been alerted and safely evacuated from the danger area should fire fighting take precedence. The Hostel Fire Alarm is the most rapid means available for alerting personnel. This system is activated by pulling down on the handle of the manual pull stations located at the exits of each building and at several other locations within the Hostel complex.
 - A. When a fire is discovered, the person discovering the fire will take the following actions:
 1. Activate the Fire Alarm System.
 2. Insure that all personnel in the fire area are alerted and evacuated.
 3. Insure that the Base Fire Department is notified (X-077).
 4. Instruct one man to advise the senior Detachment official of the location and nature of the fire.
 5. Assist in fighting the fire.
 6. Save equipment and personal gear.
 - B. All other personnel, upon hearing the Fire Alarm, will assemble in the main parking area where appropriate orders for fighting the fire will be issued by the senior Detachment official present.

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C. [REDACTED] personnel will be detailed to assist Detachment personnel and Base Fire Department as required. Available English speaking [REDACTED] employees will act as interpreters for the senior Detachment official and the Base Fire Chief.

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D. In line with good fire prevention, personnel are reminded that corridors and exits must be clear of material which would impede normal passage and/or emergency evacuation of hostel units. The Fire Marshal will make periodic inspections to insure that free access and exit from Hostel units is maintained.

E. Personnel are cautioned that the Fire Alarm System is a life-saving mechanism. Any individual tampering with the system or sounding a false alarm will be subject to severe punitive action.

F. Smoking in bed is prohibited.

G. Room keys will be left in all doors or with the houseboy responsible for the room.

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Detachment Commander

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